

GRANADA SANITARY DISTRICT

OF SAN MATEO COUNTY

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MINUTES BOARD OF DIRECTORS MEETING January 17, 2002

CALL TO ORDER: The meeting was called to order at 7:37 p.m. by Board President Bill Katke at the District Office in El Granada.

ROLL CALL: Attending Directors were: President Bill Katke, Vice President Leonard Woren, Secretary Fran Pollard, Treasurer Laura Stein, and Board Member Shawn McGraw.

Attending staff were: Engineer Howard Hoffman; and Bill Parkin, who was serving as Counsel while District Counsel Jonathan Wittwer was out of town; Administrator Gina Holmes, and Assistant Administrator Delia Comito.

PLEDGE OF ALLEGIANCE: All present recited the Pledge of Allegiance.

GENERAL PUBLIC PARTICIPATION: There were no speakers from the public.

CONSENT AGENDA: Director Laura Stein moved to approve the Consent Agenda items:

1. Approval of meeting minutes for November 15, 2001
2. Approval of warrants totaling \$17,713.28 (check #3171 to #3186)
3. Approval of payments from Bond Administration fund totaling \$19,372.48 (Kennedy/Jenks: \$344.68; Wittwer: \$9,103.47; Laster: \$9,924.33)
4. Approve District Engineer's recommendation to accept Class 3 Mainline Extension to serve APN: 048-074-010, 22 Terrace Ave., Miramar (owner: Joseph Guntren) (Stein/Woren, 5-0).

ACTION AGENDA

5. Authorize District Engineer to publish notice requesting bids for Capital Improvement Project 2001/2002-1:

Referencing the Capital Improvement Project 2001/2002 "Contract Documents and Specifications", the Board Members had questions and comments for District Engineer Howard Hoffman. District Engineer Hoffman noted that there were two weeks before the bid would be published, and there was a four-week window for taking bids. Approval by the Board to publish the CIP bid notice would not preclude changes, if Kennedy/Jenks received them by February 14, 2002.

Director Leonard Woren requested that Section C-06 include the stipulation that the re-paving done relating to the CIP work leave the area in no worse condition than it was before the work began, and that the Median Strip not be used as a Staging area.

Director Shawn McGraw requested confirmation that the area of Capistrano Road, which San Mateo County had notified the District was the source of the pollution emanating from the storm drain into the Harbor, was included in this CIP. District Engineer Hoffman answered that Capistrano Road was included.

Director Stein asked if the smell at the Portola Pump Station and rerouting the mainline from the Naples Beach Pump Station were included in this CIP. District Engineer Hoffman answered that the Portola Pump Station was a Sewer Authority Mid-Coastside project, and that the Naples Beach project would be a later CIP.

The Board and District Engineer discussed the process by which the final bid would be awarded.

Director Stein moved to authorize the District Engineer to publish the Notice requesting bids for Capital Improvement Project 2001/2002 (Stein/Woren, 5-0).

6. Discuss/consider approval of Request for Exemption from District Ordinance 139: Banks: Class 1A permit connection application APN 047-293-050, 910 Ventura, El Granada:

District Administrator Gina Holmes provided the Board with a report on the Banks application and qualifications for Grandfathering. Director Stein confirmed with District Administrator Holmes that Banks had met the qualifications for Exemption from Ordinance No. 139, which Banks had.

Director Stein moved to approve Banks, APN 047-293-050, for Exemption from District Ordinance No. 139 **(Stein/McGraw, 4 yes, 0 no, 1 abstention, Pollard).**

7. Discuss/consider approving plan to revise/upgrade District audio-video system:

Director Woren reported on the upgrade of the Half Moon Bay City Council's sound system set up by Scott Singer. Singer has offered to make recommendations for the District's sound system upgrade. Director Woren stated the primary needs were assessing what the Board's opinion on sound needs, and the amount they would budget for the system. The Board discussed Director Woren's basic suggestions for the upgrade, and a \$7,000-\$9,000 budget.

Director Bill Katke noted that although Assistant Administrator Delia Comito did her best at videotaping the meetings, she was too busy, and the District needed someone new to tape the meetings.

Director McGraw moved that Singer visit the District Office to assess its' sound needs and to give a report for an audio system upgrade, and to direct Administrative Staff to locate a person to train at Mid-Coast Television to videotape the Board meetings. Director Woren seconded the motion. Director Fran Pollard amended the motion to include price range options in the upgrade report. Director McGraw accepted the amendment, and Director Woren seconded the amendment **(McGraw/Woren, 5-0).**

Director Katke suggested that a Sound System Committee be formed for equipment assessment, and report back to the Board. Directors Woren and Katke volunteered as the Committee members, and **the Board unanimously ratified the Sound System Committee.**

8. DIRECTORS' COMMENTS AND COMMITTEE REPORTS: Report on Sewer Authority Mid-Coastside Special Meeting January 14, 2002:

Director McGraw reported on the Special January 14 Sewer Authority Mid-Coastside meeting, which was held to outline and revise the job description for the SAM general manager. She handed out the revised job description, and reported that the Personnel Committee would narrow the number of search firms to two by January 23.

Director Stein had questions about eliminating the Portola Pump Station odor problem. Director Woren reported that the Capital Improvement Project (CIP) would be going to bid in January, and construction would begin in April. District Engineer Hoffman provided the Board with some details of the Pump Station CIP.

Director McGraw requested confirmation that the Board Retreat date was February 2, 2002 10 a.m. to 3 p.m.

INFORMATION CALENDAR

9. Administrator's Reports:

Report regarding Assessment District Financial Report Status: District Administrator Holmes provided an update regarding Assistant Administrator Delia Comito's reconciling the Assessment District U.S. Bank reports from 1996 to the present. Directors Stein and Woren expressed dissatisfaction with District Accountant John Parsons, and his meeting the Assessment District accounting timelines. Director Pollard requested Administrative Staff to send a letter to Parsons expressing the Board's concern regarding the Assessment financial accounts being completed in a timely manner, and asking for a date by which the statements will be complete. District Administrator Holmes requested to delay that letter, since Parsons had already provided the reconciled U.S. Bank reports to the District for review.

New District Clerk Leisa Bretz's resume and the Action Summary were included in the Administrator's Report for information.

10. Engineer's Report:

Report of Recent Engineering Activities for November 2001 was provided for information. District Engineer Hoffman updated the Board on his contact with County Environmental Health Division regarding the beach contamination from the storm drain at Capistrano Road in Princeton. He had provided the County with a draft schedule of District actions, and Kennedy/Jenks engineers have been conducting dye tests to assess mainline leakage. The dye tests to date were inconclusive. District Engineer Hoffman reported that he would provide the District with the final report. Replacing the Capistrano mainline would be the first project planned for the upcoming Capital Improvement Project.

11. Attorney's Report: Counsel Bill Parkin requested a Closed Session item regarding the Noncontingent Assessment Delinquency status for the February 7 meeting.

12. SET FUTURE AGENDA

The Board discussed revisions to the draft agenda for February 7, 2002 meeting. Director Stein requested that the next agenda indicate which Board Member placed the item on the agenda, and that each Board Member provide the desired outcome of the item. District Administrator Holmes recommended against a format with desired outcome. Director Pollard proposed that the Board reduce the number of meetings to once a month, and cancel the February 7, 2002 meeting. Director Woren stated his opposition to one monthly meeting and to canceling the February 7 meeting. The Board determined that there were Agenda items scheduled for February 7 which were pressing or time dated.

Director Stein moved to cancel the February 7, 2002 Board of Directors Meeting. (Stein/Pollard, 4 yes, 0 Noes, 1 abstention, Woren)

13. ADJOURN: The meeting adjourned at 9:59 p.m. (Woren/McGraw, 5-0).

Submitted on April 8, 2002

Approved on: _____

SUBMITTED BY:
Gina Holmes, District Administrator

APPROVED BY:
Fran Pollard, Board Secretary